

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: March 15, 2006

Division: Monroe County

Bulk Item: Yes XX No

Department: Fixed Asset Surplus

Staff Contact Person: Divina D. Speer

AGENDA ITEM WORDING: Approval to remove surplus equipment from inventory via disposal and salvage.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

TOTAL COST: N/A

BUDGETED: Yes No

COST TO COUNTY: N/A

SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


(KEVIN MADOK, Assistant Finance Director)

DOCUMENTATION: Included Yes Not Required

DISPOSITION:

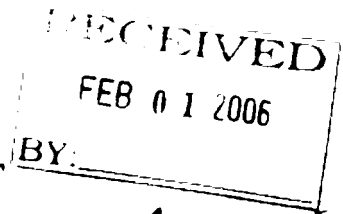
AGENDA ITEM #

Revised 2/05

Board of County Commissioner
March 15, 2006

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND	AMOUNT		BOCC ACTION
County ID #	Description		Original Value	Estimated Present Value	need approval to-
1 1337 (0903-691)	Ice Machine	damaged by Hurr Wilma	\$2,289.00	\$0.00	remove from inventory and dispose
2 1846 (1001-616)	Computer	beyond economical repair	\$1,159.27	\$0.00	remove from inventory and dispose
3 3888 (1005-155)	Computer	beyond economical repair	\$1,311.00	\$0.00	remove from inventory and dispose
4 2068 (3000-159)	HP Designjet Plotter	beyond economical repair	\$2,679.00	\$0.00	remove from inventory and dispose
5 2070 (1007-001)	Novajet Plotter	beyond economical repair	\$6,135.00	\$0.00	remove from inventory and dispose
6 1726 (2300-110)	Computer	beyond economical repair	\$1,213.00	\$0.00	remove from inventory and dispose
7 1723 (2300-111)	Computer	beyond economical repair	\$1,213.00	\$0.00	remove from inventory and dispose
8 2650 (0701-239)	Lexmark Printer	beyond economical repair	\$1,297.72	\$0.00	remove from inventory and dispose
9 2654 (0701-222)	Computer	beyond economical repair	\$1,250.00	\$0.00	remove from inventory and dispose
10 2646 (0701-223)	Computer	beyond economical repair	\$1,250.00	\$0.00	remove from inventory and dispose
11 4211 (1416-054)	1995 Ford Ambulance	damaged by Hurr Wilma	\$84,835.24	\$0.00	remove from inventory and salvage
12 4298 (14120136)	Pulse Oximeter	beyond economical repair	\$2,495.00	\$0.00	remove from inventory and dispose
13 1780 (0800-442)	Laptop Computer	beyond economical repair	\$1,985.95	\$0.00	remove from inventory and dispose
14 1576 (0902-602)	Computer	beyond economical repair	\$1,810.00	\$0.00	remove from inventory and dispose
15 1575 (0940-420)	Minolta Copier	beyond economical repair	\$6,874.00	\$0.00	remove from inventory and dispose
16 1595 (0902-536)	General Slicer	damaged by Hurr Wilma	\$2,574.00	\$0.00	remove from inventory and dispose
17 1607 (0902-534)	Convection Oven	beyond economical repair	\$5,681.00	\$0.00	remove from inventory and dispose
18 1617 (0902-606)	Vulcan Kettle	beyond economical repair	\$9,026.00	\$0.00	remove from inventory and dispose
19 4711 (0902-524)	Traulsen roll-in proff cabinet	damaged by Hurr Wilma	\$3,513.00	\$0.00	remove from inventory and dispose
20 4712 (0912-543)	General Slicer	damaged by Hurr Wilma	\$2,574.00	\$0.00	remove from inventory and dispose
21 4993 (0902-545)	American Ware Coffee Urn	damaged by Hurr Wilma	\$6,894.00	\$0.00	remove from inventory and dispose
22 4700 (0920-276)	Bush Hog	cannibalized for parts	\$1,627.89	\$0.00	remove from inventory and dispose

**MONROE COUNTY
INVENTORY DELETION REQUEST**



TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM James Bruce
Facilities Maintenance

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1337	941220920	Manitowac Ice Machine	8/10/94	\$2289.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Beyond economical repair/Flood damage

APPROVED BY:

John W. King
PRINT NAME: JOHN KING

DIVISION DIRECTOR APPROVAL:

Charles Dent Pierce 1/30/08
PRINT NAME: CHARLES DENT PIERCE

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST



TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

DATE: _____

FROM: Ronda Norman
Code Enforcement

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1846 (1001-616)	105045-1	Colfax Computer	8/7/02	\$1159.27/\$0
3888 (1005-155)	4FZK4	Dell Computer	9/30/99	\$1311.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXX **APPROVAL TO ADVERTISE FOR BIDS.**

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

Ronda Norman
RONDA NORMAN

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

Lisa Druckemiller
LISA DRUCKEMILLER

FEB 06 2006

**MONROE COUNTY
INVENTORY DELETION REQUEST**

BY: _____

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: I B Crutchlow
Marathon Engineering Department

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
2068 (3000-159)	ESA5501252	HP Designjet Plotter	8/3/95	\$2679.00/\$0
2070 (1007-001)	8507566	Novajet Plotter	9/28/94	\$6135.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW.

XXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Old - Obsolete - No longer in use

APPROVED BY:

PRINT NAME:

I B CRUTCHLOW

2/3/06

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

DAVID KOPPEL

2-6-06

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

FEB 06 2006
BY: _____

TO: Divina Speer

FROM: Doug Gregory

PROPERTY CLERK, FINANCE DEPT.

Extension Service

DATE: February 2, 2006

1726

1723

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
2300-110	4W3TV01	Dell GX 150 desktop computer	9/28/01	1213.00
2300-111	F7SVX01	Dell GX 150 desktop computer	11/20/01	1213.00

CHECK ONE (1) APPROPRIATE LINE BELOW.

 APPROVAL TO ADVERTISE FOR BIDS.

xx APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

One had complete hard drive crash, other not functioning properly (slow and unusable)

PREPARED BY: Doug Gregory
Doug Gregory, Dir. Extension Service

DATE: February 2, 2006

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: Sheila A. Barker

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: LISA DRUCKEMILLER

FEB 21 2006

TO: DIVINA SPEER
PROPERTY CLERK FINANCE DEPT

FROM:

Sup. of Elections
2923416

DATE:

Fax 295-3660

CHECK APPROPRIATE LINE BELOW:

APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST.

Broke Cost too much to fix

PREPARED BY:

Joyce Goffin

DATE:

2-12-06

DIVISION DIRECTOR APPROVALS

PRINT NAME: _____

Harry L. Swayer, Jr.

MONROE COUNTY

"COMPUTER RELATED EQUIPMENT" INVENTORY DELETION REQUEST

FEB 07 2006

TO DIVINA D. SPEER

PROPERTY CLERK FINANCE DEPT

DATE: Feb 1, 2006

FEB 08 2006

BY: HARRY L. SAWYER, JR.
SUPERVISOR OF ELECTIONS
MONROE COUNTY, FLORIDA
530 Whitehead Street
Key West, Florida 33040-0577

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
2654 (old 0701-222)	KR00205805	Computer	6-19-00	1250.00
2646 (0701-223)	KR00104144	Computer	6-19-00	1250.00

CHECK APPROPRIATE LINE BELOW:

☐ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS

☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

☐ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

Broke

PREPARED BY:

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

LISA DRUKEMILLER

DATE:

Feb 1, 2006

FEB 07 2006

MONROE COUNTY
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Peter Lubert
Emergency Medical Services

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
4211 (1416-054)	1FDLF47F0SEA60715	1995 Ford Ambulance	9/3/96	\$84835.24/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Damaged by Hurr Wilma- Beyond economical repair

DIVISION DIRECTOR APPROVAL:

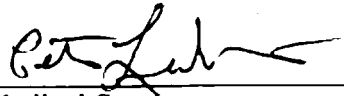
PRINT NAME:

CLARK MARTIN

FEB 21 2006

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Peter Lubert 
Emergency Medical Services

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
4298 (14120136)	99571	Pulse oximeter	3/19/91	\$2495.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

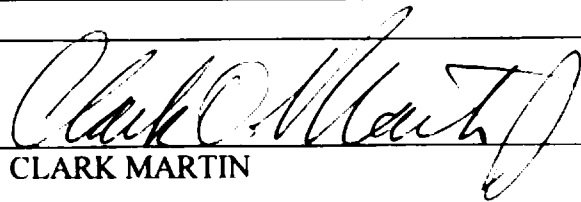
☒ XXXX **APPROVAL TO ADVERTISE FOR BIDS**
☐ **APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE.**
☐ **APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO:** _____

REASON FOR REQUEST:

Broken - Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME:


CLARK MARTIN

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.
DATE: 2-23-2006

FROM: TECHNICAL SERVICES
Maria Guerra

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0800-442	77020324	Toshiba Laptop	8/8/02	1985.95/0.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

 APPROVAL TO ADVERTISE FOR BIDS.
XXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

OUT DATED / OLD

PREPARED BY: MARIA GUERRA

DATE: 2-23-2006

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

Debbie Frederick

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

Lisa Druckemiller

② Detention Center
Per Divina 2-21-06

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Maria Guerra
Technical Services

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1576 (0902-602)	HQ52C	Computer	2/10/99	\$1810.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW

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APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Old - Obsolete - No longer in use

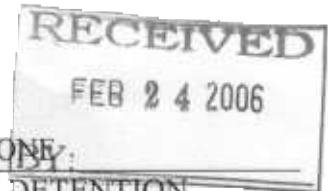
DIVISION DIRECTOR APPROVAL:

Debbie Frederick 2/22/06
PRINT NAME: DEBBIE FREDERICK

TECHNICAL SERVICES APPROVAL:

Lisa Druckemiller 2/21/06
PRINT NAME: LISA DRUCKEMILLER

MONROE COUNTY INVENTORY DELETION REQUEST



TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: ROBERT STONE
KEY WEST DETENTION

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1575 (0940-420)	3130282	Minolta Copier	7/15/96	\$6874.00/\$0
1595* (0902-538)	060993AV02	General Slicer	2/1/94	\$2574.00/\$0
1607 (0902-534)	481018195-96	Convection Oven	2/1/94	\$5681.00/\$0
1617 (0902-606)	27-1081630	Vulcan Kettle	8/25/99	\$9026.00/\$0
4711* (0902-524)	na	Traulsen roll-in proff cabinet	2/1/94	\$3513.00/\$0
4712* (0902-543)	042093-AV08	General Slicer	2/1/94	\$2574.00/\$0
4993* (0902-545)	77752	American Ware Coffee Urn	2/1/94	\$6894.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

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APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken – Beyond economical repair

*Damaged by Hurricane Wilma

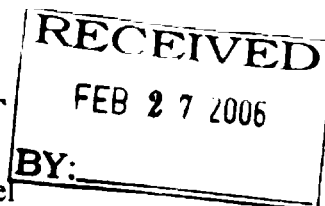
APPROVED BY: 
PRINT NAME ROBERT STONE

DATE: 2/21/06

DIVISION DIRECTOR APPROVAL:

PRINT NAME 
CHARLES DENT PIERCE 2/23/06

**MONROE COUNTY
INVENTORY DELETION REQUEST**



TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Jody Diezel
Lower Keys Roads & Bridges

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
4700 (0920-276)	11-03047	Bush Hog	10/17/80	\$1627.89/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

_____**APPROVAL TO ADVERTISE FOR BIDS.**
XXXX **APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE.**
_____**APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO:** _____

REASON FOR REQUEST:

Cannibalized for parts

APPROVED BY:


PRINT NAME: MARTY GATES

DIVISION DIRECTOR APPROVAL:


PRINT NAME: CHARLES DENT PIERCE